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*14TH AIR FORCE*

*AIR FORCE SPACE COMMAND*
*INSTRUCTION*

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*Personnel*

# *MISSION READY TRAINING, EVALUATION AND STANDARDIZATION PROGRAMS*

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AFSPCI 36-2202 is supplemented as follows:

This document supplements AFSPCI36-2202, ***Mission Ready Training, Evaluation and Standardization Programs*.** It contains further guidance on Policy and Responsibilities. It applies to all 14th Air Force (14 AF) subordinate units with mission ready personnel. Coordinate supplements to this document and/or the basic instruction with 14 AF Stan/Eval (OV) and HQ AFSPC/DOT, and provide a copy of the official document to the Numbered Air Force (NAF) upon publication. Waivers and requests for clarification and guidance for this document should be forwarded through the parent wing to 14 AF/OV, 747 Nebraska Ave., Suite B-305, Vandenberg AFB CA 93437-6282.

## *SUMMARY OF REVISIONS*

**This document is substantially revised and must be completely reviewed**. Changes provide guidance on the maintenance and use of the Individual Qualification Folder (IQF), expand unit responsibilities in the Training and Evaluation Metrics Analysis Program (TEMAP), and establish 14 AF Standardization Operations Assessment guidance (formerly "SEV"). Additionally, they standardize proficiency test script format, incorporate error assessment guidance for 14 AF units, establish guidance for Subject Matter Experts (SME), and further standardize the 14 AF Form 6, **Corrective Action Worksheet (CAW).** The bar ( | ) preceding the title indicates a major revision from the previous edition.

**1.1. Spacelift.** All references to commander/operations officer also apply to Chief of Wing Safety and Chief of Mission Flight Control and Analysis, respectively.

**1.1.1.3. (Added)** Waiver Authority. 14 AF/CV is the waiver authority for this instruction. Waivers will be granted on an individual and controlled basis.

**1.1.4.1.1. (Added)** Standardization Operations Assessments. 14 AF conducts these visits to assess the readiness of space wing assigned forces and to validate the wing's ability to conduct and support the mis-

sion. The primary focus of the Standardization Operations Assessment is to assess processes and provide the best possible tools for operations. This includes an over-the-shoulder observation of unit stan-eval and training checkrides. As a compliance-oriented process review, the assessment focuses on four primary functions: mission operations, training and evaluation, command and control activities, and weapons and tactics integration into operations. At the discretion of the 14 AF commander, these assessments may be expanded to include a review of other areas such as maintenance, communications, contractor compliance and support of operations, quality control, intelligence, and security as they pertain to the squadron/group/wing operational missions.

1.1.4.1.1.1. Standardization Operations Assessments are normally scheduled annually and preferably no closer than 4 months prior to a HQ AFSPC/IG Operational Readiness Inspection, or as directed by the Commander, 14th Air Force (14 AF/CC). However, wing or group commanders may request an assessment at any time.

1.1.4.1.1.2. While the Standardization Operations Assessment is focused primarily on wing/group processes, the team will review certain functions at the squadron level as well. In addition to those items identified in the following paragraphs, 14 AF will request squadron personnel complete pre-visit surveys, assist during the wing/group inspection program process reviews, provide IQFs for record checks, participate in crossfeed discussions with NAF personnel, and showcase unit programs.

1.1.4.1.1.3. 14 AF uses existing HHQ instructions, their corresponding supplements, local process checklists, and event simulator scripts to validate compliance with established standards.

1.1.4.1.1.4. Wings, MAJCOM or other NAF personnel may be requested to augment the Standardization Operations Assessment team.

1.1.4.1.1.5. As a minimum, the Standardization Operations Assessment team reviews the following:

1.1.4.1.1.5.1. Wing/Group inspection programs (e.g. Operations Standardization Team, Safety annual facility inspections). Review process execution, program content, and methods for training/certifying team members.

1.1.4.1.1.5.2. Training and Evaluation. Check script content and format, instructor/evaluator certification programs, provide oversight of check ride presentation, and error assessment.

1.1.4.1.1.5.3. Personnel records. Examine formal documentation (e.g. Annual Plan of Instruction, performance/knowledge tests, and IQFs).

1.1.4.1.1.5.4. Technical documentation (e.g. checklists/procedures, pass plans, Technical Orders). Ensure unit has effective processes and tools to accomplish the TACON mission.

1.1.4.1.1.5.5. Real-world operations. Identify practices for compliance with HHQ requirements. Observe on-duty crew operations. Review Weapons and Tactics integration into unit mission.

1.1.4.1.1.5.6. Mission support. Evaluate processes, checklists and procedures, miscellaneous tools.

1.1.4.1.1.6. Additionally, the Standardization Operations Assessment team may review the following areas:

1.1.4.1.1.6.1. Contractor support. Ensure active participation by cognizant AF members in award fee presentation, milestone progress, support effectiveness, contract adherence, innovation and mission advancement. Areas reviewed may include operations, resources, contracting, and wing plans.

1.1.4.1.1.6.2. Special Interest Items (SII). Directed by the 14 AF/CC, SIIs are established by memorandum and effective for 1 year from the date of issuance. 14 AF will develop a self-inspection checklist for each item and distribute it to all effected units prior to its inclusion in the Standardization Operations Assessment program.

1.1.4.1.1.7. 14 AF analyzes the following products to help focus the scope of the visit.

1.1.4.1.1.7.1. Previously identified negative training/evaluation and operations trends.

1.1.4.1.1.7.2. Discrepancies from previous IG inspections and Standardization Operations Assessments (or SEVs).

1.1.4.1.1.7.3. Pre-visit surveys

1.1.4.1.1.7.4. Operations Review Panel and Operations Review Board minutes.

1.1.4.1.1.7.5. Other inspection-related results.

1.1.4.1.1.8. Standardization Operations Assessments evaluate at a priority equal to Operations Readiness Inspections.

1.1.4.1.1.9. Standardization Operations Assessment Report.

1.1.4.1.1.9.1. 14 AF drafts the report consisting of the following areas:

1.1.4.1.1.9.1.1. Problems. Findings deemed to have a significant impact on operational readiness or mission accomplishment.

1.1.4.1.1.9.1.2. Discrepancies. Non-mission critical findings which, though significant, do not affect readiness.

1.1.4.1.1.9.1.3. Observations. Noteworthy facts that may have some impact on readiness.

1.1.4.1.1.9.1.4. Recommendations. Suggestions within the wing span of control that provide a 14 AF perspective on ways to improve upon already existing processes.

1.1.4.1.1.9.1.5. Higher headquarters assistance items. Areas for improvement that warrant the attention of agencies outside the wing.

1.1.4.1.1.9.1.6. Outstanding contributors. Individuals or teams who have furthered the mission through initiatives or other actions.

1.1.4.1.1.9.1.7. Commendable items. Initiatives that enhance readiness and should be considered for integration by other space wings.

1.1.4.1.1.9.2. The assessed wing/group may review the report and provide comments prior to formal coordination.

1.1.4.1.1.9.3. The 14 AF/CC approves the report. The report has no formal rating.

1.1.4.1.1.9.4. 14 AF/OV distributes the report to HQ AFSPC IG/SC/LG/DOT/DOTT, 20 AF/DOV, and appropriate wing/groups agencies.

**1.1.4.2.1. (Added)** OSTs will assess 14 AF/CC Special Interest Items during visits to their units.

**1.1.4.2.2. (Added)** Coordinate OST schedule with 14 AF/OV.

**1.2.7.5. (Added)** Provides personnel to support Standardization Operations Assessments, as requested.

1.2.8.2. Coordinate Standardization Operations Assessment dates with HQ AFSPC/IGIX and the applicable wing.

**1.2.8.10. (Added)** Oversees NAF TEMAP process.

1.2.8.10.1. Reviews subordinate unit TEMAP Quarterly Reports.

1.2.8.10.2. Forwards issues and concerns to HQ AFSPC/DOT, as required.

1.2.8.10.3. Assesses each group's ability to meet mission requirements and identify areas where standardization is appropriate.

1.2.8.10.4. Identifies trends across wings.

1.2.8.10.5. Prepares NAF Quarterly TEMAP Report for 14 AF senior leadership review.

1.2.9.1. Ensures subordinate units with the same Combat Mission Ready (CMR) position(s) and similar missions standardize their Initial Plans of Instruction (IPOI) as much as possible.

1.2.9.3. OSS reviews completed AETC performance surveys from unit training shops. Forward copies of surveys requiring 14 AF assistance to 14 AF/OV.

**1.2.9.8. (Added)** The wing ensures units with CMR personnel assigned and units that instruct or evaluate CMR personnel participate in TEMAP. Wings with multiple operations/space groups may direct each group to manage its own program.

**1.2.9.9. (Added)** Hosts Standardization Operations Assessments. Provides facilities, information, documentation, and assistance as required.

1.2.10.4. Implements a crossfeed process to standardize CMR evaluation methods between 14 AF units with similar missions.

**1.2.10.8. (Added)** Provides oversight for the wing TEMAP.

1.2.10.8.1. Collects and analyzes training, evaluation, and operations data to identify, isolate, and correct negative trends, Areas for Review (AFR), and Repeat Areas for Review (RAFR). Groups with geographically separated units (GSU) may delegate this responsibility to the unit.

1.2.10.8.2. Determines Courses of Action to assist units in resolving evaluation and operations AFRs. Groups with GSUs may delegate this responsibility to the unit.

1.2.10.8.3. Determines the report media and format for unit TEMAP reports.

1.2.10.8.4. Prepares TEMAP Quarterly Report.

**1.2.10.9. (Added)** Serves as point of contact for Standardization Operations Assessments and coordinates Standardization Operations Assessment activities within the wing.

1.2.11.4. Implements a crossfeed process to standardize CMR training methods between 14 AF units with similar missions.

**1.2.11.8. (Added)** Directs Courses of Action to resolve training-oriented AFRs that impact multiple squadrons or detachments within the group. Forwards Courses of Action to Chief, OGV.

**1.2.11.9. (Added)** Forwards all concerns, suggestions, and feedback on AFRs relating to Initial Qualification Training (IQT) programs to the appropriate AETC training squadron. Sends a courtesy copy to HQ AFSPC/DOTT and 14 AF/OV.

**1.2.11.10. (Added)** Ensures updated or revised operational procedures and applicable program materials (e.g., checklists, job aids, Operating Instructions, Supplemental Training material, etc.) are provided to the appropriate 381 TRG training squadron within 30 days of implementation.

**1.2.12.5. (Added)** For units with a corresponding IQT program, develops and conducts an IQT graduate verification process and provides feedback to the appropriate 381 TRG training squadron within 30 days of CMR certification. Provide OSS a copy of feedback sent to the IQT training squadron.

**1.2.12.6. (Added)** Collects and analyzes TEMAP training data to identify, isolate and correct negative trends, AFRs, and RAFRs.

**1.2.12.7. (Added)** Forwards TEMAP report to OGV for review. At a minimum, units will submit reports quarterly.

2.1. Units will maintain IQFs in six-part folders. If the organizational structure is such that a single folder cannot be efficiently used, units may use more than one six-part folder for each individual. In all cases, use the format specified in the following paragraphs. Before permanent change of station of an individual, return all documents to a single IQF.

**2.1.1. (Added)** Maintain only one set of records regardless of how many folders comprise an individual's IQF. The group stan/eval and training offices are responsible for updating their respective sections of each folder. For GSUs, the Unit Stan/Eval (DOV) and Training (DOUT) maintains the IQF for their personnel.

**2.1.2. (Added)** The Operations Group determines the storage location for these records (e.g., GSU, squadron, OSS, OGV, etc.). If an individual's IQF is maintained in more than one folder, each folder may be maintained in separate locations.

**2.1.3. (Added)** Contents of IQF. Divide the IQFs into six sections:

2.1.3.1. Section 1 - AFSPC Form 91, **Individual's Record of Duty and Qualifications**, and Memorandums for Record (MFR). Place AFSPC Form 91 on top. Post MFRs in reverse chronological order (most recent on top) beneath the AFSPC Form(s) 91. Document situations found in the IQF that cannot be corrected or require further explanation on a MFR.

2.1.3.2. Section 2 - Training Performance Reports. Includes training performance comments documented on an MFR or a locally developed form, and other performance reports, as required by the group. File in reverse chronological order (most recent on top).

2.1.3.3. Section 3 - 14 AF Form 6, **Corrective Action Worksheet**. Include all CAWs in this section. File in reverse chronological order (most recent on top). Do not include observations by HQ AFSPC/IG in the IQF.

2.1.3.4. Section 4 - Miscellaneous. Includes materials other than those listed in the preceding and following paragraphs, as determined by the unit (e.g., Individual Training Plans).

2.1.3.5. Section 5 - Instructor/Evaluator Certification Documentation. Includes checklists, instructor/evaluator IPOIs, and annual observation material, if applicable. Post documents in reverse chronological order (most recent on top).

2.1.3.6. Section 6 - CMR Training Task Certification. This section includes the training documentation used to annotate CMR task certification (e.g., IPOI). Place enlisted Career Field Education Training Plans in the back of this section.

**2.1.4. (Added)** Instructions for Using IQF Documentation.

2.1.4.1. Training Performance Comments. Use an MFR or locally developed form to document end-of-phase checks and pre-evaluations. The MFR (or locally developed form) must include trainee's name, duty position, date of training, instructor's name, training type, and a brief summary of the individual's strengths/weaknesses.

2.1.4.2. 14 AF Form 6. Use to document ratings, evaluatee errors, and corrective actions as a result of evaluations. The Individual Training (IT) completion date, if necessary, may be documented on the AFSPC Form 91 in lieu of the 14 AF Form 6.

2.2. Additionally, deficiency codes are used in compiling the TEMAP report (see Attachment 2).

2.3. 14 AF limits scenario support personnel to evaluators, sim-switches, and contractor personnel, as required. Crewmembers who support an evaluation, but are not evaluatees, are considered "evaluation augmentees" (see Paragraph 4.1.9.10.1. and Attachment 3).

**2.4.7. (Added)** CMR and instructor/evaluator Recurring Training (RT). If individuals are certified in more than one position, specify to what position(s) the RT applies. May be documented on locally developed forms in lieu of the AFSPC Form 91. These forms should be placed in IQF sections 2 and 5, respectively.

**2.4.8. (Added)** Individual Training. IT completion may be documented on the 14 AF Form 6 in lieu of the AFSPC Form 91 when IT is required following an evaluation.

**2.4.9. (Added)** Supplemental Training (ST). Identify the ST number, subject and position(s) for which ST occurred (e.g., ST 99-01, Operations Capability (OPSCAP) reporting procedures for Crew Commander).

**2.4.10. (Added)** SME appointment and removal from SME status.

3.1.2. Instruction not conducted by a certified/non-restricted instructor or instructor trainee under the direct supervision of a certified/non-restricted instructor is invalid and must be reaccomplished.

3.4.1.3. Individuals may perform an off-line phase of a training scenario while in Duties Not Including Flying (DNIF) status, but at no time may perform any real-world actions on the on-line system. Real world systems with data lines grounded do not qualify as "off-line." Off-line systems include simulators, emulators, and spacelift operations centers that are communications isolate from real-world activities.

3.5. Instructor trainees will complete the classroom/instruction prerequisites of instructor training prior to accomplishing the performance/demonstration tasks.

3.5.2.1. Develop an APOI for the instructor RT program to ensure all tasks/subtasks are trained annually. Document instructor recurring training IAW para 2.4.7. of this supplement.

3.5.3. The Chief of Training ensures all instructor certification requirements are met prior to recommending instructor certification.

**3.6.4. (Added)** Knowledge tests will contain a minimum of two questions per task.

**3.6.5. (Added)** The minimum passing score for knowledge tests is 80%.

4.1.1.2. Evaluations not conducted by a certified/non-restricted evaluator or evaluator trainee under the direct supervision of a certified/non-restricted evaluator are invalid and must be reaccomplished.

**4.1.1.5. (Added)** Evaluators will not conduct a follow-on evaluation for any supplemental, individual, or qualification training they provide. This does not prevent an individual from certifying as both an instructor and evaluator.

**4.1.2.3.1.1. (Added)** No-notice evaluations are out-of-cycle evaluations conducted at least 1 month prior to the delinquency date. Evaluatees are not given prior notice of their selection to receive a no-notice evaluation.

**4.1.2.3.1.2. (Added)** Operations Group Commanders will determine the correct amount of recurring evaluations in each wing conducted as no-notice evaluations annually. The Chief of Safety will determine the number of annual evaluations for Mission Flight Control.

**4.1.2.3.4. (Added)** Recurring Evaluation task requirements are identical to Upgrade Evaluation task requirements.

**4.1.2.3.5. (Added)** Dual position certified individuals receive a single recurring evaluation in the most comprehensive, task-inclusive duty position.

**4.1.2.3.6. (Added)** Multi-position certified individuals must receive a recurring evaluation in each duty position in which they are CMR.

4.1.2.5.1. BMR qualification observations will include task coverage requirements specified IAW Attachment 4 of this supplement.

**4.1.2.7. (Added)** For Initial Evaluations, evaluate at least one subtask from each Job Performance Requirement List (JPRL) task.

**4.1.2.8. (Added)** For Upgrade and Recurring Evaluations, evaluate at least two tasks from each JPRL area listed in AFSPCI36-2203V1. The tasks below are mandatory for the applicable mission systems and may be used to count towards the two tasks per JPRL area requirement.

4.1.2.8.1. Missile Warning:

4.1.2.8.1.1. Phased Array, PARCS and Mechanical: C1, C3, C4, and C5

4.1.2.8.1.2. Spaced-Based: A13, D1, D2, D3, D4, D5, D6, and D8

4.1.2.8.2. Space Surveillance:

4.1.2.8.2.1. Active Space Surveillance: C1, C2, and C3

4.1.2.8.2.2. Passive DSTS: D10, D12 and F02

4.1.2.8.2.3. Passive Mobile: D10, D11, D12, and F02

4.1.2.8.3. Command and Control:

4.1.2.8.3.1. Active Command and Control: C1, C2, C3, C4, C5, C6 and C7

4.1.2.8.3.2. Passive Command and Control: D09, D10 and F02

4.1.2.8.4. Spacelift:

4.1.2.8.4.1. Range: C2, C3, C4, C5, D4, D5, and D6

4.1.2.8.4.2. SLS: D5

4.1.2.8.4.3. Mission Flight Control: C3, D3, and D5

4.1.2.8.5. Satellite Control: C1, C2, C3, C4, C5 and C6

4.1.3. Certified evaluators will maintain currency in the tasks/subtasks they evaluate.

4.1.3.1. Complete the classroom/instruction prerequisite of evaluator training prior to accomplishing the performance/demonstration tasks.

4.1.3.2.1. Develop an APOI for the evaluator RT program to ensure all tasks/subtasks are trained annually. Document evaluator recurring training IAW para 2.4.7. of this supplement.

4.1.3.3. The Chief of Stan/Eval ensures all evaluator certification requirements are met prior to recommending evaluator certification.

4.1.4. For recurring evaluations, crews will be evaluated as a whole IAW Attachment 5, when practical. When unusual circumstances prevent units from meeting this requirement, conduct evaluations IAW Attachment 3.

**4.1.4.1. (Added)** Units are authorized to include evaluation of real-world nominal operations, in conjunction with simulator rides (or other non-real world simulation), to meet the intent of crew evaluation; provided all required JPRLs are accomplished with the combination.

**4.1.4.2. (Added)** Knowledge level tasks may be presented during performance tests as necessary for realistic script presentation, but will not be evaluated.

**4.1.4.3. (Added)** Individuals may complete the off-line phase of an evaluation while in Duties Not Including Flying (DNIF) status, but at no time may they perform any real-world actions on the on-line system. Real world systems with data lines grounded do not qualify as “off-line.” Off-line systems include simulators, emulators, and spacelift operations centers that are communications isolate from real-world activities.

**4.1.4.4. (Added)** The unit commander or operations officer may approve the evaluation of more than one trainee during an initial or upgrade evaluation. Approval must be obtained prior to conducting the evaluation. Document approval via memorandum and post in the evaluatees’ IQFs.

4.1.7.2. Units will maintain a minimum of two script versions for initial, upgrade, and recurring evaluations. Alternate versions of a scenario require at least 30 percent different stimuli.

4.1.8.1. Format scripts as follows (see Attachment 6 for example).

**4.1.8.1.1. (Added)** Task No. Document the area, task, and subtask, as applicable.

**4.1.8.1.2. (Added)** Event Time. Enter the duration of each event in parenthesis and the actual scenario time for each event.

**4.1.8.1.3. (Added)** Event Description. Enter the task description from the JPRL.

**4.1.8.1.4. (Added)** Initiation/Response Agency. Identify person(s) associated with specific actions in the Actions column. Annotate support personnel (i.e., evaluator, sim-switch, and evaluation augmentees) on the left side of the initiation/ response agency column, and evaluatees on the right side.

**4.1.8.1.5. (Added)** Actions. Includes the Training Evaluation Performance Standards (TEPS) levels, timing standards associated with level A TEPS, blocks to record TEPS start/stop times, checklist number, and expected evaluatee actions. Include a checkbox in front of all expected evaluatee actions. Identify the beginning and end of multiple inputs with the appropriate phrase; “**Begin Multiple Input**” or “**End Multiple Input**”.

**4.1.8.10. (Added)** OGV or unit DOV ensures all scripts are technically accurate and adhere to Instructional Systems Development principles prior to their initial presentation. Additionally, evaluators must review scripts for accuracy prior to subsequent presentations. Maintain a record of initial coordination, subsequent, and annual reviews.

**4.1.8.11. (Added)** Maintain a record of exposure for each script. This record must include the name and rank of each individual exposed, date of exposure, and position performed. Persons may not be evaluated on a script for which they have been exposed. Evaluation augmentees may support evaluations with a script to which they have been exposed.

4.1.9.5.5. If evaluation augmentee or sim-switch personnel present an errant status/input, note the deviation and provide the evaluatee with the correct status/input.

**4.1.9.7.3. (Added)** For those tasks that have an associated TEPS timing standard, use the following paragraphs to determine start/stop times.

4.1.9.7.3.1. Start time for TEPS timed events begins when the event stimuli has been presented and the evaluatee is in a position to detect and act on the stimuli. This does not include time for the evaluatee to request amplifying information.

4.1.9.7.3.2. The stop time for a TEPS timed event is based on the completion (either correctly or incorrectly) of all tasks associated with the timing standard as identified in AFSPCI36-2203V1. If the last action associated with an event requires a public address (PA) be accomplished twice, the clock stops when the evaluatee completes the first PA. When an evaluatee completes all actions associated with a timed event (before the time standard expires), but takes an incorrect action, award an error based on the incorrect action.

**4.1.9.10. (Added)** There are four key participants in evaluations: Evaluator, Evaluatee, Evaluation augmentee, and Sim-switch. Trainees will not be used as sim-switches or evaluation augmentees.

4.1.9.10.1. Evaluation Augmentees. These persons provide information and assistance to evaluatees at the level one expects during real-world day-to-day operations. Similar to evaluatees, they are not privy to scenario inputs prior to their presentation. While not under formal evaluation, evaluation augmentees are subject to observation. Evaluators will record deviations by evaluation augmentees, via MFR, and forward the MFR to the Unit Commander or Operations Officer within three workdays for possible corrective actions. If deviations meet the criteria of a critical error, the Unit Commander or Operations Officer will immediately place the evaluation augmentee in restricted status. Attachment 3 identifies the minimum crewmember support (evaluation augmentees) for each CMR position during an evaluation.

4.1.9.10.2. Sim-switch. Individuals who support an evaluation, but are not evaluators or evaluation augmentees (Attachment 3). Sim-switch personnel are privy to the script and respond to evaluation inputs/ provide external agency inputs as scripted in the scenario.

**4.1.10.2.3. (Added)** Document real-world deficiencies committed during evaluations as evaluation errors.

**4.1.12.1.1. (Added)** When an evaluatee commits the same error (identical stimuli and subtask) multiple times during an evaluation, assess only one error. Additionally, consider multiple errors the same error, when the same mistake is made on the same checklist step.

**4.1.12.1.2. (Added)** Base error assessment on HHQ and/or local standards. In the absence of HHQ standards, the local standard becomes the sole basis for error determination. Additionally, base error assess-

ment on the actions and known status at the time the error occurred. Future actions and status not presented at the time the error occurred are irrelevant.

**4.1.12.1.3. (Added)** The standard of the task is the basis for assessing an evaluatee's action to stimuli. When the standard doesn't provide sufficient guidance, base the expected actions on the most likely or most probable set of conditions. Failure to meet the standard can be associated with failure to recognize or ignoring a stimuli that is presented, or simply being unable to perform the task.

**4.1.12.1.4. (Added)** When a task has an associated time standard, an evaluatee "consummates" an error when the time standard expires.

4.1.12.2. Match incorrect action(s) against specific error examples. If the incorrect action is not specifically listed as an example, match the action against the error definition. 14 AF/OV is the OPR for error assessment guidance for those items not listed in the AFSPCI36-2202, AFSPCI36-2202/14 AF1, and/or when the incorrect action cannot be matched against the error definitions. (21 SW) Unit DOVs will contact OGV for error assessment guidance for those items not listed in AFSPCI36-2202 and this supplement.

**4.1.12.2.1.5.1. (Added)** Failure to perform a search and secure or relay a threat to authorities after receiving a bomb threat.

**4.1.12.2.1.7. (Added)** Missile Warning Mission:

4.1.12.2.1.7.1. Failure to report any valid threat class event to North America or tasked theater area of interest event within higher headquarters time constraints. This includes accurate and timely voice reporting, when required.

4.1.12.2.1.7.2. Failure to pass a correct site report within higher headquarters time constraints.

4.1.12.2.1.7.3. Transmission of an anomalous event indicating a threat to North America or multiple anomalous events indicating a non-threat to North America when human intervention was required to transmit the event.

4.1.12.2.1.7.4. Failure to take action to prevent the transmission of missile warning data after the determination is made that the data is anomalous.

4.1.12.2.1.7.5. Failure to report a Nuclear Detection (NUDET) within higher headquarters time constraints. (Note: This does not include OPREP-3 reporting).

4.1.12.2.1.7.6. Transmission of an anomalous NUDET report.

4.1.12.2.1.7.7. Failure to provide required missile warning coverage within higher headquarters specified time limits.

4.1.12.2.1.7.8. Any action or inaction which causes or would cause the unauthorized dissemination of exercise or test data.

4.1.12.2.1.7.9. Individual passes incorrect VOICETELL information to Missile Warning Center (MWC), when VOICETELL is the primary Launch and Predicted Impact (L&PI) data source (no L&PI data via data lines). Assumes the individual fails to correct the errant input prior to terminating the phone connection.

**4.1.12.2.1.8. (Added)** Space Surveillance Mission:

4.1.12.2.1.8.1. Failure to take action to obtain or report required observational data on a New Foreign Launch prior to generation of ELSET 1.

4.1.12.2.1.8.2. Failure to take action to obtain or report required observational data on any Category 1 object. Required observational data is defined as “metric observations and space object identification (SOI) data.”

4.1.12.2.1.8.3. Failure to take action to obtain or report required observational data on an early orbit determination (EODET) object.

**4.1.12.2.1.9. (Added)** Satellite Control Mission:

4.1.12.2.1.9.1. Incorrect actions or failure to accomplish actions or operational requirements during commanding, tracking, telemetry analysis, mission planning, scheduling, or ground system configuration which results in or would result in:

4.1.12.2.1.9.1.1. Degradation to a satellite that shortens the life of satellite components or subsystems, or corrupts the attitude.

4.1.12.2.1.9.1.2. Damage or corruption of ground system components which cause mission failure.

4.1.12.2.1.9.1.3. Failure of satellite to carry out any portion of its assigned mission (e.g., navigation, communication, launch detection), and the user is impacted.

4.1.12.2.1.9.2. Failure to meet satellite requirements as outlined in the Orbital Requirements Document or Satellite Systems Requirements, and the user is impacted.

4.1.12.2.1.9.3. Failure to retrieve mission critical data during a pass.

**4.1.12.2.1.10. (Added)** Spacelift Mission:

4.1.12.2.1.10.1. Failure to provide mandatory launch, range, or safety support.

4.1.12.2.1.10.2. Launch of a space launch vehicle when conditions are unacceptable (unsafe, non-operational, condition unknown).

4.1.12.2.1.10.3. Failure to launch a properly functioning vehicle during the scheduled launch window when conditions are acceptable.

4.1.12.2.1.10.4. Failure to take destruct action when necessary or inappropriate use of destruct action.

4.1.12.2.1.10.5. Jeopardizing or damaging flight or support hardware that leads to or would lead to mission failure.

4.1.12.2.2.1. Assess a major error when a crewmember processes intervening actions while accomplishing a level A TEPS task and, as a result, delays the accomplishment of any portion of that level A task, provided the crewmember meets the time standard associated with the task. This does not preclude synergistic processing of simultaneous tasks that demonstrate efficient time management.

4.1.12.2.2.6.1. "Duress" situations do not assume loss of life or mission.

4.1.12.2.2.11. Significant lack of proficiency. Assess a major error when one of the following occurs: 1) An evaluatee requires an inordinate amount of support from other crewmembers to correctly accomplish a task for which he/she is primarily responsible or 2) An evaluatee satisfies task requirements, but clearly demonstrates a severe lack of knowledge/proficiency on how the task should optimally be accomplished (i.e., an evaluatee arrives at the correct end result, but does not demonstrate a clear methodology for

achieving the end result). This error is to be applied using sound evaluator judgment and is not intended to replace existing error definitions. The following paragraphs provide examples of when to assess and when not to assess a major error for proficiency.

**4.1.12.2.2.11.1. (Added)** A crew has a requirement to isolate a fire within the operations room and takes incorrect isolation actions. However, their incorrect actions encompass the correct procedure and the original fire is isolated. The crew does not violate TEPS and damages no equipment in the process. The crew manages to get the end result, but were not proficient in the task of correctly fighting a fire. This would be an appropriate situation to apply a major error in proficiency.

**4.1.12.2.2.11.2. (Added)** A crew receives a Space Emergency Action Message (SEAM) and correctly determines the SEAM is valid. However, in determining the SEAM is valid, the crew displays a lack of understanding on the proper steps to validate a SEAM. They stumble through the task and never clearly demonstrate that they know the proper way to validate each step. Even though the crew ended up with the correct result, this would be an appropriate situation to apply a major error for lack of proficiency.

**4.1.12.2.2.11.3. (Added)** An evaluatee receives the duress word during a phone call. Initially, the evaluatee does not recognize the duress word. However, after discussing the phone conversation with other crewmembers, they determine the duress word was passed. The evaluatee then proceeds to proficiently accomplish all tasks associated with the security event. This would not be an example of a major error for proficiency. Assess a minor error for lack of attention to detail.

**4.1.12.2.2.11.4. (Added)** An evaluatee receives a system anomaly that results in an OPSCAP change. The evaluatee correctly accomplishes all steps associated with the task, but passes an incorrect OPSCAP. The evaluatee clearly displayed a sound understanding of the process to determine OPSCAP, but inadvertently passed the incorrect OPSCAP. This would not be an example of a major error for proficiency. Assess a major error for failure to report the correct OPSCAP.

**4.1.12.2.2.14. (Added)** Failure to take actions to contain a controllable fire. If failure to control a fire results in an uncontrollable fire, assess a critical error in accordance with AFSPCI36-2202, para 4.1.12.2.1.5. Scripts must indicate what fires will become uncontrollable if proper actions are not taken.

**4.1.12.2.2.15. (Added)** Failure to pass correct system status or information to a command and control agency when the error results in, or would result in, significant impact to unit mission accomplishment. The term “agency” is not limited to Aerospace/Wing Operations Centers, but includes any organization or individual(s) within Air Force Space Command and USSPACECOM reporting chains.

**4.1.12.2.2.16. (Added)** Missile Warning Mission:

4.1.12.2.2.16.1. Passing more than one unnecessary correction to a site report, but passing the correct site report within higher headquarters’ time constraints.

4.1.12.2.2.16.2. Failure to pass required amplification data during normal site reporting, when the amplification is different from information sent via data lines.

4.1.12.2.2.16.3. Transmission of a single non-threat to North America anomalous event when human intervention is required to transmit the event.

4.1.12.2.2.16.4. Failure to report a valid accountable single non-threat class event.

4.1.12.2.2.16.5. Individual passes incorrect voicetell information to MWC, when VOICETELL is a secondary L&PI data source (L&PI data received by MWC through data lines). Assumes the individual fails to correct the errant input prior to terminating the phone connection.

**4.1.12.2.2.17. (Added)** Space Surveillance Mission:

4.1.12.2.2.17.1. Failure to take action to obtain or report required observational data on a category 2D/2H object.

4.1.12.2.2.17.2. Failure to take action to obtain or report required observational data on deorbits, positive/negative satellites, or special tasking satellites.

**4.1.12.2.2.18. (Added)** Satellite Control Mission. Incorrect actions, unnecessary delay in completing actions, or failure to accomplish actions during commanding, tracking, telemetry analysis, mission planning, scheduling, or ground system configuration which results in or would result in:

4.1.12.2.2.18.1. Corruption of payload mission data or capability which degrades operational requirements but does not cause satellite or mission failure.

4.1.12.2.2.18.2. Degradation of operational requirements but does not cause satellite or mission failure. Anomaly resolution precludes the need to accomplish original support requirements; although the original support requirements must be met within published requirement windows. If prioritization will result in failure of the published requirement window, then prior coordination with the appropriate agency is required.

4.1.12.2.2.18.3. Incorrect, non-standard, or unplanned satellite configuration that results in, or would result in, degradation to an operations mission or damage to the vehicle. (Assess a critical error if it results or would result in loss of payload or mission data.)

4.1.12.2.2.18.4. Failure to detect an out of limit condition or confirm a required telemetry condition. (If out of limits condition results or would result in satellite failure, assess a critical error.)

4.1.12.2.2.18.5. Failure to transmit a required command, transmission of an incorrect or unnecessary command to a satellite, or a command for which approved operational procedures do not exist. (Assess a critical error if the commanding results in or would result in loss of payload or mission data, or meets the conditions in para 4.1.12.2.1.9.1.)

4.1.12.2.2.18.6. Damage or corruption of ground system components which degrades the operational system but does not cause mission failure.

4.1.12.2.2.18.7. Failure to meet requirements set forth in unit documentation (e.g., incorrect action that resulted in a failed support), and the user is not impacted.

4.1.12.2.2.18.8. Failure to establish or maintain nominal ground system configuration resulting in system degradation.

4.1.12.2.2.18.9. Failure to take appropriate actions to prevent loss of redundant components to a satellite or ground system, to include Schriever AFB Secure Voice, that impacts OPSCAP.

4.1.12.2.2.18.10. Failure to retrieve required telemetry from the satellite to complete State of Health according to unit documentation. Failure to verify required telemetry points as a result of satellite commanding.

4.1.12.2.2.18.11. Incorrect action that leaves or puts a satellite or ground system in a configuration other than what was originally planned. Condition will not be corrected prior to impact on OPSCAP.

**4.1.12.2.2.19. (Added)** Spacelift Mission:

4.1.12.2.2.19.1. Actions causing unnecessary hold or hold extensions.

4.1.12.2.2.19.2. Causing an unnecessary recycle of terminal count.

4.1.12.2.2.19.3. Jeopardizing or damaging flight or support hardware that leads to or would lead to mission degradation.

4.1.12.2.2.19.4. Actions or failure to act resulting in failure to meet non-mandatory launch, range, or safety support.

4.1.12.2.2.19.5. Failure to provide correct launch flight status to aircraft or Launch Correlation Unit.

**4.1.12.2.3.4. (Added)** Failure to pass correct system status or information to a command and control agency which is not significant enough to meet the criteria for a major error.

**4.1.12.2.3.5. (Added)** Missile Warning Mission:

4.1.12.2.3.5.1. Failure to notify the command and control agency of significant interference, when required.

4.1.12.2.3.5.2. Failure to investigate the source of interference or take appropriate countermeasures (Note: If system is unable to perform mission, assess a critical error).

4.1.12.2.3.5.3. Failure to properly authenticate verbal directions, when required.

4.1.12.2.3.5.4. Individual initially passes the incorrect VOICETELL information to MWC, but prior to terminating the phone connection corrects the errant VOICETELL information

4.1.12.3. Evaluators assess an error when an individual fails to perform a step, action, or procedure correctly or within established time standards.

4.1.12.3.2. Do not assess an error when an evaluation augmentee or sim-switch provides an erroneous status/input.

**4.1.12.3.3. (Added)** Assess an error against all evaluatees who are trained in a task, have the responsibility and opportunity to detect and correct the error, but fail to act.

**4.1.12.3.4. (Added)** If an evaluatee is dual- or multi-position qualified in mission ready positions, and commits enough errors on tasks common to one or more position to meet the UQ criteria, restrict the crewmember in each affected position.

**4.1.12.3.5. (Added)** Do not evaluate or assess errors based on the evaluatee's ability to cope with simulation limitations or their ability to participate in exercises. Evaluations are meant to assess an individual's ability to perform CMR tasks in real world conditions.

**4.1.12.3.6. (Added)** Do not assess an error against more than one subtask.

**4.1.12.3.7. (Added)** Do not assess an error against a checklist WARNING, CAUTION, or NOTE. Assess the error against the related checklist step.

4.1.12.6.1.1. Document specific Commander/Operations Officer directed corrective actions and any follow-on evaluation requirements on the 14 AF Form 6, CAW, section II.

4.1.12.6.1.2. At the request of the commander or operations officer, flight commanders may attend their crews' evaluation outbriefs.

4.1.13.2. Use the 14 AF Form 6 (Attachment 7). Do not document evaluation augmentee errors on the CAW.

**5.1.8. (Added)** SMEs are designated when a new unit or duty position is established, new equipment or system modifications occur, or new or significantly changed operations procedures requiring training and/or evaluation occur. The following paragraphs establish guidance for individuals designated SME.

5.1.8.1. Appointment.

5.1.8.1.1. The Commander, Operations Officer, or Chief of Safety (SEO) appoints individuals as SME in writing. Post this appointment memo in section 1 of the IQF behind the AFSPC Form 91 following the guidance established in para 2.1.3.1. SME appointment must be reaccomplished annually until removed from SME status.

5.1.8.1.2. SME appointment does not require a certification briefing.

5.1.8.2. Qualifications.

5.1.8.2.1. If an instructor/evaluator certification program exists at the unit, individuals appointed SME who conduct CMR training or evaluations must be certified and current as an instructor/evaluator at the time of appointment and maintain instructor/evaluator currency during the entire period they are appointed SME.

5.1.8.2.2. If an instructor/evaluator certification program does not exist, individuals appointed SME who conduct CMR training or evaluations will be designated as an instructor or as an evaluator. Individuals will maintain this designation until the appropriate CMR programs are developed, coordinated, validated, and the initial cadre of crew members are certified, or they complete a formal instructor/evaluator certification program. Individuals who have not completed the instructor/evaluator certification program at the time of removal from SME status, are not authorized to conduct additional instruction/evaluation.

5.1.8.3. Training/Evaluation Materials. The SME will use all available resources (e.g., technical manuals, manufacturer's manuals, etc.) to develop training and evaluation material. If sufficient resources are not available, the unit will request HHQ assistance.

5.1.8.4. Combat Mission Ready Status. Appointment as SME does not affect training or evaluation requirements for other CMR positions in which a person is currently certified.

5.1.8.5. Recurring Training. SMEs will continue to complete RT for CMR positions in which they maintain CMR certification. Additionally, once the RT program is established for the new duty position, individuals designated SME must complete RT.

5.1.8.6. Evaluations and delinquency dates.

5.1.8.6.1. While designated SME, individuals do not require an evaluation in the specific task or position they are designated SME.

5.1.8.6.2. Evaluations conducted prior to Initial Operational Assessment (IOA)/Initial Operational Capability (IOC) establish a valid date to calculate the delinquency date, provided the evaluation material is compliant with AFSPCI36-2202 and AFSPCI36-2202/14 AF1 (see Table 5.1)

**Table 5.1. (Added) Evaluaton Material.**

| When _____ | Train changes using | Evaluate changes using | Delinquency date |
|---|---|---|---|
| New procedures are incorporated into an existing duty position | Supplemental Training | Special Evaluation when directed by the Commander or Operations Officer | Does not establish a new delinquency date |
| Hardware changes occur to the system | | | |
| New duty position is established | Unit Qualification Training | Initial Evaluation | 1st day of 7th month |
| | | Upgrade Evaluation | 1st day of 13th month |

5.1.8.6.3. If evaluation material used prior to IOA/IOC is not compliant with AFSPCI36-2202 and AFSPCI36-2202/14 AF1, then individuals evaluated using those scenarios must be reevaluated prior to conducting real-world operations after IOC declaration. Only reevaluate individuals on tasks deemed non-compliant. Calculate the delinquency date based on when the individual successfully accomplishes the post IOC evaluation.

5.1.8.7. Removal from SME status.

5.1.8.7.1. The Commander, Operations Officer, or SEO removes individual from SME status in writing.

5.1.8.7.2. Annotate removal from SME status on the AFSPC Form 91.

5.1.8.7.3. Remove individuals from SME status for the following reasons:

5.1.8.7.3.1. Failure to maintain appropriate level of job proficiency.

5.1.8.7.3.2. Programs are developed, coordinated, and validated, and the initial cadre of trainers/evaluators and/or crewmembers is certified.

5.1.8.7.4. To maintain CMR status, individuals must complete an initial evaluation within 60 calendar days after being removed from SME status. Establish the delinquency date by calculating the first day of the 7th month following successful completion of the initial evaluation. SMEs appointed for new or upgraded systems are not required to attend the UQT they developed.

5.1.8.8. Restricted Status. During periods of restriction, SMEs will not instruct or evaluate members in tasks for which they are designated SME. Place individuals in restricted status, as a SME, for the following reasons:

5.1.8.8.1. Failure to complete RT for the specific position designated SME.

5.1.8.8.2. Failure to maintain currency as an instructor/evaluator when currency requirements exist.

5.1.8.8.3. Failure to receive an annual physical examination per AFI 48-123, ***Medical Examinations and Standards.***

5.1.8.9. Removal from restricted status. Follow guidance in AFSPCI10-1202, ***Crew Force Management,*** for removing individuals from restricted status.

5.1.8.10. DNIF guidance in AFSPCI10-1202 applies to personnel designated as SMEs.

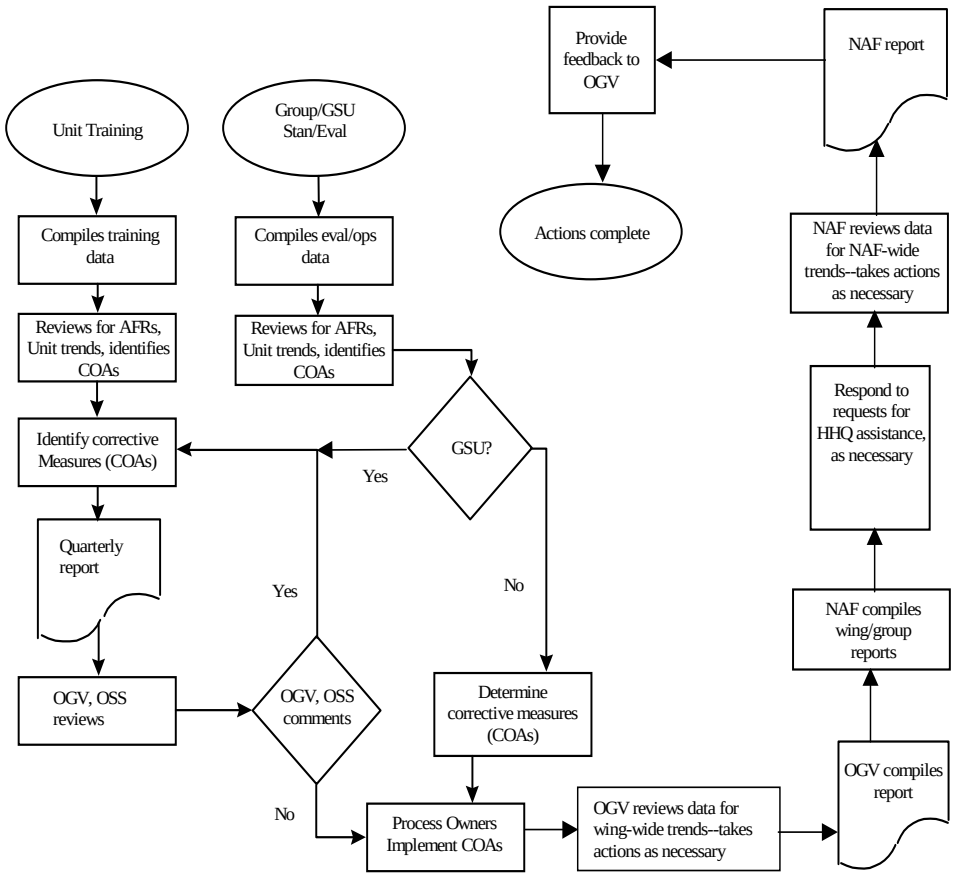
## Chapter 7 (Added)

## TRAINING EVALUATION METRICS ANALYSIS PROGRAM

**7.1. TEMAP.** This program minimizes the impact of training/evaluation program weaknesses on unit mission accomplishment by analyzing and correcting operational deficiencies noted during training, evaluation, and operations. A two-step process, the program requires units to first compile and then analyze data to determine the root causes for AFR(s). At minimum, operational deficiencies include documented personnel or "procedural" deviations during performance tests, frequently missed test questions, and real world deviations. The program applies to all units with assigned CMR personnel and to units that instruct or evaluate CMR personnel on CMR tasks.

**7.1.1. Process.** Conduct TEMAP according to the process outlined in Figure 7.1, TEMAP Flowchart, and the following paragraphs. Collect and analyze evaluation, real world operations and training data separately to prevent skewing of data. To allow DOUT to focus its efforts on retraining specific actions within a deficient subtask, groups will identify sub-subtasks for lengthy subtasks. Groups do not need to coordinate solutions beyond the wing, but will forward a courtesy copy to the NAF.

**Figure 7.1. TEMAP Flowchart.**




7.1.1.1. Training Performance Data.

7.1.1.1.1. At a minimum, quarterly DOUT and SEO (spacelift only) will:

7.1.1.1.1.1. Compile data on recurring training performance test deficiencies.

7.1.1.1.1.2. Analyze the data per Table 7.1., AFR Matrix, to identify AFRs/RAFRs (AFRs and RAFRs only highlight potential trouble spots).

7.1.1.1.1.3. Forward to OSS and courtesy copy OGV, training performance data findings and planned Courses of Action, as necessary.

7.1.1.1.2. At a minimum, quarterly OSS will:

7.1.1.1.2.1. Review planned training Courses of Action and forward responses to DOUT and OGV, as necessary.

7.1.1.1.2.2. Identify negative training trends across the wing. If a negative training trend exists, forward Courses of Action and responses to DOUT and OGV.

7.1.1.2. Evaluation and Operations Data.

7.1.1.2.1. At a minimum, quarterly OGV will:

7.1.1.2.1.1. Compile data on evaluation performance deficiencies and significant real-world deviations.

7.1.1.2.1.2. Analyze data from these categories separately per Table 7.1. to identify AFRs/RAFRs for each (AFRs and RAFRs only highlight potential trouble spots). Do not include minor errors in AFR analyses. Include critical errors in AFR computations. While deviations during real-world operations and critical level errors during evaluation performance tests do not by themselves constitute an AFR, include these deficiencies and associated actions in the TEMAP Quarterly Report.

7.1.1.2.1.3. Determine Courses of Action for each AFR and forward to the appropriate process owner.

***NOTE:***

Groups with GSUs may delegate this responsibility to the unit level. If GSUs analyze eval and operations data, they will forward to OGV eval and operations data findings and planned Courses of Action.

7.1.1.2.1.4. Identify negative evaluation/operations trends across the wing.

7.1.1.2.2. (Spacelift only) At a minimum, SEO will compile and analyze data quarterly, and forward the results to OGV, as necessary.

7.1.1.3. Courses of Action. Process owners execute Courses of Action to remedy and prevent the reoccurrence of AFRs. Courses of Action may include, but are not limited to the following: IT for crewmembers committing deviations, ST to all crewmembers in affected positions, additional training on the affected subtask during RT, and incorporating the subtask into performance scenarios (training and or evaluation), and knowledge tests.

7.1.1.3.1. The Courses of Action should be commensurate with the type of AFR, RAFR, or trend. Typically, each successive RAFR for a subtask requires more extensive actions. For example: a subtask identified as an AFR may result in individual training for only those persons committing the errors, while an RAFR for the subtask may require retraining all crewmembers, changing the training program, operations procedures, or recommending changes to IQT.

7.1.1.3.2. Provide a rationale in the Corrective Action block of the TEMAP report when the group or unit determines an RAFR is not a trend and/or does not require a Courses of Action beyond IT.

7.1.1.4. TEMAP Quarterly Report. Quarterly, OGV prepares a TEMAP Quarterly Report (Attachment 2) and forwards it to 14 AF/OV by the 20th duty day of the new quarter. Wings with multiple operational groups may submit separate reports for each group. The report is composed of two sections: AFR/RAFR Data and Critical Error Summary.

7.1.1.4.1. Each report includes a cover memorandum or TEMAP Quarterly Report endorsement from the group commander stating trends noted, concerns regarding findings, and request(s) for 14 AF or HQ AFSPC assistance, if necessary. At a minimum, findings must include all data specified in Attachment 2. Do not include training data.

7.1.1.4.2. The wing commander is the approval authority for TEMAP Quarterly Reports. He/she may delegate this responsibility to the Vice Commander or Operations/Space Group Commander.

7.1.2. AFR Matrix. Use Table 7.1 to determine AFRs. Cross-reference the deficiency rate (for a given task) with number of exposures in the AFR Matrix. If the deficiency rate for the number of exposures is greater than or equal to the percentage in the AFR Matrix, the subtask is an AFR.

**Table 7.1. (Added) AFR Matrix.**

| | |
|---|---|
| An AFR is identified if the number of combined exposures is: | And the deficiency rate is greater than or equal to: |
| 16 or more | 20% |
| 11 to 15 | 30% |
| 6 to 10 | 40% |
| 5 or less | Never equates to an AFR |

**7.2. Prescribed Form.** 14 AF Form 6, **Corrective Action Worksheet**.

## Attachment 1

## GLOSSARY OF TERMS, ABBREVIATIONS AND ACRONYMS UNIQUE TO 14 AF

**Area for Review (AFR)——**A subtask that exceeds a predetermined deficiency rate (Table 7.1) based on the number of exposures during the reporting period.

**Command and Control Agency——**A medium through which a properly designated commander exercises "authority and direction over assigned forces in the accomplishment of the mission." The term "agency" is not limited to command posts and Air/Space Operations Centers, but includes any organization or individual(s) within the Air Force Space Command chain of reporting.

**Course of Action——**Corrective actions taken to resolve a TEMAP-identified AFR/RAFR.

**Dual Position Certified——**Term used to denote an individual who is CMR in more than one duty position and the tasks are either identical for both positions, or one position's tasks are a complete subset of the other duty position.

**Evaluation Augmentees——**Crewmembers who support an evaluation, but are not evaluatees, and provide information and assistance to evaluatees at the level one expects during real-world day-to-day operations. Similar to evaluatees, they are not privy to scenario inputs prior to their presentation. (See Attachment 3).

**Multi-position Certified——**Term used to denote an individual who is CMR in more than one duty position and the tasks for one position are not a subset of another duty position.

**No-notice Evaluations——**Out-of-cycle evaluations conducted at least 1 month prior to the delinquency date.

**Normal Crew Support——**Providing information and assistance at the level one expects during real-world day-to-day operations.

**Operational Deficiencies——**Documented personnel or "procedural" deviations during performance tests/real-world operations, and/or frequently missed test questions.

**Outstanding Contributors——**An individual, identified by the Standardization Operations Assessment team, who demonstrates superior job performance and displays initiative that improves job efficiency or increases mission effectiveness.

**Repeat Area for Review (RAFR)——**A subtask that qualilfies as an AFR at least twice during the last four quarters for a particular unit.

**Script Exposure——**Persons are "exposed" to a script when they review a script for technical accuracy or participate in a performance test as an evaluator, evaluatee, evaluation augmentee, or sim-switch.

**Sim-Switch——**Individuals who support an evaluation, but are not evaluators or evaluation augmentees (Attachment 3). Sim-switch personnel are privy to the script and respond to evaluation inputs/provide external agency inputs as scripted in the scenario.

**TEMAP Process Owners——**All agencies who compile/analyze data for TEMAP purposes and/or execute OGV-approved Courses of Action.

**Trend (TEMAP)——**A general tendency or negative drift in the number of errors or deficiencies within a subtask.

***Abbreviations and Acronyms***

**AFR——**Area for Review

**DNIF——**Duties Not Including Flying

**EODET——**Early Orbit Determination

**IOA——**Initial Operational Assessment

**IOC——**Initial Operational Capability

**IPOI——**Initial Plan of Instruction

**L&PI——**Launch and Predicted Impact

**MFR——**Memos for Record

**MWC——**Missile Warning Center

**OPSCAP——**Operational capability

**PA— —**Public Address

**RAFR——**Repeat Area for Review

**SEAM——**Space Emergency Action Message

**SII——**Special Interest Item

**SME——**Subject Matter Expert

**TEMAP——**Training and Evaluation Metrics Analysis Program

## Attachment 2 (Added)

## TEMAP QUARTERLY REPORT

Use the following guidance for completing the area for review, and critical error and real-world deficiencies summary portions of the TEMAP Quarterly Report (example on following page).

**A2.1. Unit--(self-explanatory).**

**A2.2. Subtask.**

**A2.3. Description--(self-explanatory). Include the word "repeat" if RAFR.**

**A2.4. DEFIC CODE.** Deficiency Codes are designators used to distinguish AFRs by their causes (see AFSPCI36-2202). The first four characters identify the cause of the error (DC01 - DC07). Add a suffix to each deficiency code to identify the type: evaluation (E), or operations (O). List all applicable codes for AFRs with multiple causes.

**A2.5. DEFIC/EXPOSRS.**

A2.5.1. AFR/RAFR Data. Number of deficiencies and number of exposures. Deficiencies associated with multiple presentations with identical stimuli during a given scenario count as one deficiency and one exposure.

A2.5.2. Critical Error Summary. Enter “N/A”

**A2.6. DEFIC RATE:**

A2.6.1. AFR/RAFR Data. Enter the deficiency rate percentage by dividing the number of deficiencies by the number of exposures for the task/subtask.

A2.6.2. Critical Error and Real-world Deficiency Summary. Identify critical error(s) and real-world deficiencies by entering "C" or “RW”, respectively, and include the number of errors/deficiencies (e.g., C3, RW1)

**A2.7. COURSE OF ACTION.** Identify if action applies to "crew" committing error, or entire "crew force." Provide a rationale in the Course of Action block when the group or unit determines an RAFR is not a trend and/or does not require a Courses of Action beyond IT.

MEMORANDUM FOR 14 AF/OV

FROM: 21 SW/DO

775 Loring Ave., Ste 233

Peterson AFB CO 80914-1296

SUBJECT: TEMAP Report for 1st Quarter 01

1. Based on the 21st Space Wing's performance results for the quarter, units have six Areas for Review (AFR), including two repeat AFRs (see Attachment) and one unit trend. We have analyzed stimuli and responses for each AFR and concur with unit assessments and corrective actions. No AFRs apply across 21 SW units or require HHQ assistance.

2. If you have any questions, please contact my TEMAP POC, MSgt Ken Dalley, 21 OG/OGV, at DSN 834-8978.

MICHAEL FREDINBERG, Colonel, USAF

Commander

Attachment:

21 SW 1st Qtr 2001 AFR and Error/Deficiency Summary Chart

cc:

All 21 SW GSU Commanders

**Table A2.1. Area for Review (AFR) Data.**

| UNIT | SUBTASK | DESCRIPTION | DEFIC CODE | DEFIC/ EXPOS | DEFIC RATE | COURSE OF ACTION |
|---|---|---|---|---|---|---|
| 23 SWS | B10 | Perform Severe Clutter Procedures | DC4E | 6/6 | 100% | Crew failed to correctly process severe clutter checklist steps in correct order. Same stimulus twice; therefore, 6 deficiencies and 6 exposures. Crew was not restricted, and was directed to receive IT. |
| 19 SWS | C01C | Perform U/I Site Report Actions | DC4E | 4/20 | 20% | Varied responses. Retrained/retested; added to Apr MRT. |
| 21 SWS | E04 | Perform Emergency Faults Procedure **REPEAT (2d and 4th Qtr 98)** | DC3E (3)<br>DC4E (3) | 6/27 | 22% | Varied responses. Retrained/retested; added to Apr MRT. 21 OG/OGV has reviewed 2d Qtr 98, 4th Qtr 98 and 1st Qtr 99 TEMAP data for trends: a total of five individuals did not retransmit space data after various outages. Due to the low total number of this particular deficiency, OGV has determined **NO TREND** exists. No other similarities exist. |
| 1 SWS | F01B | LERTCON **REPEAT (4th Qtr 98)** | DC4E | 4/10 | 40% | Major errors. Submitted voice report but did not submit hardcopy. Retrained & retested; added to next MRTs (Apr and May). Additionally, unit has made an administrative change to their LERTCON procedure to remind crewmembers of hardcopy requirement. 21 OG/OGV has reviewed previous TEMAP data and has identified a **TREND DOES EXIST**. Although tasks are different in each quarter (Prepare Attainment vs. LERTCON), the required action and incorrect responses were identical. Unit corrective action is more comprehensive this quarter (add to next MRT) than 4th Qtr 98 (post-scenario brief only). No further action required. |
| 1 SWS | A09D | Submit SOR | DC4E | 6/18 | 33% | Failed to coord with DO prior to passing verbal SOR. Retrained/retested, added to next MRT. |
| 24 SPSS | C03A | Perform Anchor Alert Procedures | DC4E | 9/23 | 39% | Varied responses. All retrained/retested. Added to Apr MRT. |

**Table A2.2. Critical Error and Real-world Deficiency Summary.**

| UNIT | SUBTASK | DESCRIPTION | DEFIC CODE | DEFIC/ EXPOS | DEFIC RATE | COURSE OF ACTION |
|---|---|---|---|---|---|---|
| 23 SWS | C05C | Perform ASAT Procedures | DC3E | N/A | C3 | All three members of one crew received **critical errors** for failing to build a keyed chaser STF for a Cat 1 object that dropped track prior to obtaining minimum required observations. |
| 7 SPSS | C01A | Space Surveillance | DC4E | N/A | C1 | IT and full recurring eval directed/completed. Added to May MRT scenario. |

## Attachment 3 (Added)

## AUGMENTATION EVALUATION SUPPORT

To use this matrix, first locate the CMR position being evaluated for the applicable unit. Next, identify the minimum crewmembers who are required to support the evaluation by looking in the “Evaluation Augmentees” block in the corresponding row.

**Table A3.1. Evaluation Augmentee.**

| Unit | CMR Position being Evaluated | Evaluation Augmentees |
|---|---|---|
| CGS | Crew Commander (CMDR) | CMDR, Ground Systems Operator (GSO), 2X Data System Supervisor (DSS) |
| | GSO | CMDR, GSO |
| | DSS | CMDR, DSS |
| EGS | CMDR | Crew Chief (CCH), (2) DSS |
| | CCH | CMDR, (2) DSS |
| | DSS | CMDR or CCH, DSS |
| MGS | CMDR | CCH |
| | CCH | CMDR |
| TGS | CMDR | CCH, Data Systems Operator (DSO) |
| | CCH | CMDR, DSO |
| | DSO | CMDR or CCH |
| 1 CACS | CMDR | CCH, Space Surveillance System Controller (SSSC) |
| | CCH | CMDR, SSSC |
| | SSSC | CMDR, CCH |
| 2 CACS | CMDR | 2 SSSC |
| | SSSC | CMDR or CCH, SSSC |
| 3/5 SPSS | CMDR | Passive Systems Console Operator (PSCO)3, PSCO2 |
| | PSCO3 or PSCO2 | CMDR |
| | PSCO4 | None |
| 4/20 SPSS | CMDR | CCH, SCO |
| | CCH | CMDR, SCO |
| | SCO | CMDR, CCH |
| 6/7/12 SWS | CMDR | CCH, SCO |
| | CCH | CMDR, SCO |
| | SCO | CMDR, CCH |
| 10 SWS | CMDR | CCH |
| | CCH | CMDR |
| 13 SWS | CMDR | CCH, Detection Radar Operator (DRO), Space Object Identification Operator (SOI), Tracking Console Operator (TCO) |
| | CCH | CMDR, DRO, SOI, TCO |
| | DRO | CMDR, CCH, SOI, TCO |
| | SOI | CMDR, CCH, DRO, TCO |
| | TCO | CMDR, CCH, DRO, SOI |
| 18 SPSS, Det 4 | CCH | None |
| 2 SLS | Air Force Launch Crew Commander (AFLC) | None |
| | Air Force Launch Director (AFLD) | None |
| 30 RANS | Aerospace Control Officer (ACO) | None |
| | Range Control Officer (RCO) | None |
| | Range Operations Commander (ROC) | None |
| 30 SW | Spacelift Commander (SCMDR) | None |
| | Mission Flight Control Officer (MFCO) | Real-time Data Controller |
| 1, 3 SLS | AFLD | AFLD (Deputy) |
| | | |

| Unit | CMR Position being Evaluated | Evaluation Augmentees |
|---|---|---|
| | AFLC | Deputy Air Force Launch Crew Commander |
| 45 RANS | ROC | RCO |
| | RCO | ROC |
| | ACO | None |
| 45 SW | SCMDR (Launch Decision Authority) | SCMDR (Mission Director) |
| | MFCO | None |
| 1 SOPS | CMDR | Satellite Systems Operator (SSO) |
| | CCH | SSO |
| | SVO | SSO |
| | SSO | SSO |
| | GSO | SSO |
| 2 SOPS | CMDR | CCH, Satellite Vehicle Operator (SVO), Ground Systems Operator (GSO), Payload Systems Operator (PSO) |
| | CCH | CMDR, SVO, GSO, PSO |
| | SVO | CMDR or CCH, SSO |
| | PSO | CMDR or CCH, GSO |
| | SSO | CMDR or CCH, SVO |
| 2 SOPS | GSO | CMDR or CCH, PSO |
| 3 SOPS | CMDR | None |
| | CCH | None |
| | SVO | SSO |
| | SSO | SVO |
| 4 SOPS | CMDR | SSO (EHF) |
| | CCH | SSO (EHF) |
| | SVO | SSO (SGLS) |
| | SSO (SGLS) | SVO |
| | SSO (EHF) | None |
| 614 SOPS | SCCO (Space Command and Control Operator) | None |

## Attachment 4 (Added)

## BMR PROFICIENCY REQUIREMENTS

**Table A4.1. Proficiency Task Requirements**

| Task | Description | Level | CMDR |
|---|---|---|---|
| **821 SG BMR PROFICIENCY TASK REQUIREMENTS *** | | | |
| | **MISSION SUPPORT PROCEDURES** | | |
| A02A | Use Operational/Mission Consoles | C | 3c |
| A02B | Use Voice Communications | C | 3c |
| A09G | Determine/Report SYSCAP | B | 3c |
| | **STATUS MONITORING** | | |
| B02A | Respond To Voice Communication Failure | A | 3c |
| B02B | Respond To Dataline Communication Failure | A | 3c |
| | **MISSION PROCEDURES (SPACE BASED)** | | |
| D01A | Perform Valid Site Report Actions | A | 3c |
| D01B | Perform Anomalous Site Report Actions | A | 3c |
| D01C | Perform MWC-Implemented Site Report Actions | A | 3c |
| D01D | Perform Voicetell | A | 3c |
| D01E | Perform Theater Voice Net Actions | A | 3c |
| D02A | Process launch Activity | A | 3c |
| D02B | Perform LTR Actions | B | 3c |
| D02C | Perform Auto Release Actions | B | 3c |
| D02D | Perform Manual Clear | B | 3c |
| D02E | Perform Buffer Clear | B | 3c |
| D03A | Perform mass NUDET Actions | B | 3c |
| D03B | Perform ICADS Actions | A | 3c |
| D03C | Perform System 8 Actions | A | 3c |
| D04A | Perform Slowwalker Actions | A | 3c |
| D04B | Perform Fastwalker Actions | B | 3c |
| D04C | Perform D/D/P Actions | B | 3c |
| D04D | Perform Handoff Actions | B | 3c |
| D04E | Perform FLON Actions | A | 3c |
| D04F | Perform Shreadout Actions | B | 3c |
| D04G | Perform Static Point Actions | B | 3c |
| D04H | Perform Special Event Actions | A | 3c |
| D04I | Perform Delog Actions | C | 3c |
| | **EMERGENCY PROCEDURES** | | |
| E01 | Perform Fire/Overheat Procedures | A | 3c |
| E02A | Respond to Physical Security Violations | A | 3c |
| E02B | Respond to Bomb Threat | A | 3c |
| E02C | Perform Threatcon Actions | B | 3c |
| E02D | Perform Search and Secure Actions | B | 3c |
| E03 | Perform Evacuation Procedures | A | 3c |
| E04A | Perform Emergency Fault Procedures | A | 3c |
| E04B | Perform Heat/Load Shedding (CGS/OGS/TGS only) | A | 3c |
| | **LERTCON PROCEDURES** | | |
| F01A | Respond to SEAM | B | 3c |
| F01B | Perform LERTCON Actions | B | 3c |
| F01C | Submit Attainment Report | B | 3c |
| | | | |
| **** - All TEPS asks not listed will be taught to the "b" level.*** | | | |
| | | | |

| Task | Description | Level | CMDR |
|---|---|---|---|
| **21 OG PHASDED ARRAY (6/7/12 SWS) BMR PROFICIENCY TASK REQUIREMENTS*** | | | |
| | **MISSION SUPPORT PROCEDURES** | | |
| A02A | Use Operational/Mission Consoles | C | 3c |
| A02B | Use Voice Communications Equipment | C | 3c |
| A10A | Change Data Line Status | A | 3c |
| | **STATUS MONITORING** | | |
| B02A | Respond To Voice Communication Failure | A | 3c |
| B02B | Respond To Dataline Communication Failure | A | 3c |
| B02C | Respond To AUTODIN Failure | B | 3c |
| B06 | Perform Preventive Maintenance | A | 3c |
| B08 | Perform Power Transfer Procedures | A | 3c |
| B10 | Perform Severe Clutter Procedures | B | 3c |
| | **MISSION PROCEDURES (GROUND BASED)** | | |
| C01A | Perform Valid Site Report Actions | A | 3c |
| C01B | Perform Anomalous Site Report Actions | A | 3c |
| C01C | Perform Under Investigation Site Report Actions | A | 3c |
| C01D | Perform MWC-Implemented Site Report Actions | A | 3c |
| C01E | Perform Voicetell | B | 3c |
| C01F | Perform Pre-emptive Site Reporting Actions | B | 3c |
| C04A | Perform Normal Spacetrack Actions | A | 3c |
| C05A | Perform Anchor Alert Actions | A | 3c |
| C05B | Perform Folder Alert Actions | A | 3c |
| C05C | Perform ASAT Actions | A | 3c |
| C05D | Perform Analyst ELSET Actions | A | 3c |
| C06A | Perform Actions for Launch in Site Coverage | B | 3c |
| C06B | Perform Actions for PPL Requiring EODET | B | 3c |
| C06C | Perform Actions for PPL Not Requiring EODET | C | 3c |
| C11A | Change Spacetrack Catalog Reliability | A | 3c |
| C11E | Perform Blanking Area Control Actions | A | 3c |
| | **EMERGENCY PROCEDURES** | | |
| E01 | Perform Fire/Overheat Procedures | A | 3c |
| E02A | Respond to Physical Security Violations | A | 3c |
| E02B | Respond to Bomb Threat | A | 3c |
| E02C | Perform Threatcon Actions | B | 3c |
| E02D | Perform Search and Secure Actions | B | 3c |
| E03 | Perform Evacuation Procedures | A | 3c |
| E04A | Perform Emergency Fault Procedures | A | 3c |
| | **LERTCON PROCEDURES** | | |
| F01A | Respond to SEAM | B | 3c |
| F01B | Perform LERTCON Actions | B | 3c |
| F01C | Submit Attainment Report | B | 3c |
| | | | |
| **** - All TEPS tasks not listed will be taught to the "b" level.*** | | | |
| | | | |
| **21 OG PARCS (10 SWS) BMR PROFICIENCY TASK REQUIREMENTS*** | | | |
| | **MISSION SUPPORT PROCEDURES** | | |
| A02A | Use Operational/Mission Consoles | C | 3c |
| A02B | Use Voice Communications Equipment | C | 3c |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Task | Description | Level | CMDR |
|---|---|---|---|
| A10A | Change Data Line Status | A | 3c |
| | **STATUS MONITORING** | | |
| B02A | Respond To Voice Communication Failure | A | 3c |
| B02B | Respond To Dataline Communication Failure | A | 3c |
| B02C | Respond To AUTODIN Failure | B | 3c |
| B06 | Perform Preventive Maintenance | A | 3c |
| B08 | Perform Power Transfer Procedures | A | 3c |
| | **MISSION PROCEDURES (GROUND BASED)** | | |
| C01A | Perform Valid Site Report Actions | A | 3c |
| C01B | Perform Anomalous Site Report Actions | A | 3c |
| C01C | Perform Under Investigation Site Report Actions | A | 3c |
| C01D | Perform MWC-Implemented Site Report Actions | A | 3c |
| C01E | Perform Voicetell | B | 3c |
| C01F | Perform Pre-emptive Site Reporting Actions | B | 3c |
| C04A | Perform Normal Spacetrack Actions | A | 3c |
| C05A | Perform Anchor Alert Actions | A | 3c |
| C05B | Perform Folder Alert Actions | A | 3c |
| C05C | Perform ASAT Actions | A | 3c |
| C05D | Perform Analyst ELSET Actions | A | 3c |
| C06B | Perform Actions for PPL Requiring EODET | B | 3c |
| C06C | Perform Actions for PPL Not Requiring EODET | C | 3c |
| | **EMERGENCY PROCEDURES** | | |
| E01 | Perform Fire/Overheat Procedures | A | 3c |
| E02A | Respond to Physical Security Violations | A | 3c |
| E02B | Respond to Bomb Threat | A | 3c |
| E02C | Perform Threatcon Actions | B | 3c |
| E02D | Perform Search and Secure Actions | B | 3c |
| E03 | Perform Evacuation Procedures | A | 3c |
| E04A | Perform Emergency Fault Procedures | A | 3c |
| | **LERTCON PROCEDURES** | | |
| F01A | Respond to SEAM | B | 3c |
| F01B | Perform LERTCON Actions | B | 3c |
| F01C | Submit Attainment Report | B | 3c |
| | | | |
| **** - All TEPS tasks not listed willbe taught to the "b" level.*** | | | |
| | | | |
| **21 OG MECHNICAL (13 SWS) BMR PROFICIENCY TASK REQUIREMENTS*** | | | |
| | **MISSION SUPPORT PROCEDURES** | | |
| A02A | Use Operational Consoles | C | 3c |
| A02B | Use Voice Communications Equipment | C | 3c |
| A10A | Change Data Line Status | A | 3c |
| | **STATUS MONITORING** | | |
| B02A | Respond To Voice Communication Failure | A | 3c |
| B02B | Respond To Dataline Communication Failure | A | 3c |
| B02C | Respond To AUTODIN Failure | B | 3c |
| B06 | Perform Preventive Maintenance | A | 3c |
| B08 | Perform Power Transfer Procedures | A | 3c |
| | **MISSION PROCEDURES (GROUND BASED)** | | |
| C01A | Perform Valid Site Report Actions | A | 3c |
| C01B | Perform Anomalous Site Report Actions | A | 3c |
| C01C | Perform Under Investigation Site Report Actions | A | 3c |
| C01D | Perform MWC-Implemented Site Report Actions | A | 3c |
| C01E | Perform Voicetell | B | 3c |

| Task | Description | Level | CMDR |
|---|---|---|---|
| C01F | Perform Pre-emptive Site Reporting Actions | B | 3c |
| C04A | Perform Normal Spacetrack Actions | A | 3c |
| C05A | Perform Anchor Alert Actions | A | 3c |
| C05B | Perform Folder Alert Actions | A | 3c |
| C05C | Perform ASAT Actions | A | 3c |
| C05D | Perform Analyst ELSET Actions | A | 3c |
| C06B | Perform Actions for PPL Requiring EODET | A | 3c |
| C06C | Perform Actions for PPL Not Requiring EODET | C | 3c |
| C11L | Perform Sun/Moon in Coverage | A | 3c |
| C11M | Perform Tracker Deployment | A | 3c |
| | **EMERGENCY PROCEDURES** | | |
| E01 | Perform Fire/Overheat Procedures | A | 3c |
| E02A | Respond to Physical Security Violations | A | 3c |
| E02B | Respond to Bomb Threat | A | 3c |
| E02C | Perform Threatcon Actions | B | 3c |
| E02D | Perform Search and Secure Actions | B | 3c |
| E03 | Perform Evacuation Procedures | A | 3c |
| E04A | Perform Emergency Fault Procedures | A | 3c |
| E05 | Perform Radiation Hazard Actions | C | 3c |
| | **LERTCON PROCEDURES** | | |
| F01A | Respond to SEAM | B | 3c |
| F01B | Perform LERTCON Actions | B | 3c |
| F01C | Submit Attainment Report | B | 3c |
| | | | |
| **** - All TEPS tasks not listed will be taught to the "b" level.*** | | | |

| | | | |
|---|---|---|---|
| | | | |
| **21 OG ACTIVE COMMAND AND CONTROL (1/3 CACS) BMR PROFICIENCY TASK REQUIREMENTS*** | | | |
| | **MISSION SUPPORT PROCEDURES** | | |
| A02A | Use Operational/Mission Consoles | C | 3c |
| A02B | Use Voice Communications Equipment | C | 3c |
| A12D | Determine/Report SYSCAP | A | 3c |
| | **STATUS MONITORING** | | |
| B01 | Perform EMI Procedures | B | 3c |
| B02A | Respond To Voice Communication Failure | B | 3c |
| B02B | Respond To Dataline Communication Failure | B | 3c |
| B06 | Perform Preventive Maintenance | B | 3c |
| B08 | Perform Power Transfer Procedures | B | 3c |
| | **MISSION PROCEDURES (GROUND BASED)** | | |
| C01A | Process Unit Site Report | B | 3c |
| C01B | Direct Site Reporting | B | 3c |
| C01C | Perform Voicetell Actions | B | 3c |
| C01D | Recommend System Report | B | 3c |
| C01E | Perform CINC Assessment Actions | A | 3c |
| C02A | Perform Warning Coverage Actions | A | 3c |
| C02B | Perform Warning Time Actions | A | 3c |
| C04A | Process Launch Activity | B | 3c |
| C04B | Perform LTR Actions | B | 3c |
| C04C | Perform Domestic/Cooperative Actions | B | 3c |
| C04D | Perform Predicted Impact Actions | B | 3c |
| C05 | Perform NUDET Actions | B | 3c |
| | **EMERGENCY PROCEDURES** | | |
| E01 | Perform Fire/Overheat Procedures | A | 3c |
| E02A | Respond to Physical Security Violations | A | 3c |

| Task | Description | Level | CMDR |
|---|---|---|---|
| E02B | Respond to Bomb Threat | A | 3c |
| E02C | Perform Threatcon Actions | B | 3c |
| E02D | Perform Search and Secure Actions | B | 3c |
| E03 | Perform Evacuation Procedures | A | 3c |
| | **LERTCON PROCEDURES** | | |
| F01A | Respond to SEAM | B | 3c |
| F01B | Perform LERTCON Actions | B | 3c |
| F01C | Submit Attainment Report | B | 3c |
| | | | |
| | | | |
| | | | |
| | | | |
| **** - All TEPS tasks not listed will be taught to the "b" level.*** | | | |
| | | | |
| **21 OG Active Space Surveillance (20 SPSS) BMR Proficiency Task Requirements*** | | | |
| | **MISSION SUPPORT PROCEDURES** | | |
| A02A | Use Operational/Mission Consoles | C | 3c |
| A02B | Use Voice Communications Equipment | C | 3c |
| A10B | Change Data Line Status | A | 3c |
| | **STATUS MONITORING** | | |
| B02A | Respond To Voice Communication Failure | A | 3c |
| B02B | Respond To Dataline Communication Failure | A | 3c |
| B02C | Respond To AUTODIN Failure | B | 3c |
| B06 | Perform Preventive Maintenance | A | 3c |
| B08 | Perform Power Transfer Procedures | A | C |
| | **MISSION PROCEDURES (GROUND BASED)** | | |
| C02A | Perform Normal Spacetrack Actions | A | 3c |
| C03A | Perform Anchor Alert Actions | A | 3c |
| C03B | Perform Folder Alert Actions | A | 3c |
| C03C | Perform ASAT Actions | A | 3c |
| C03D | Perform Analyst ELSET Actions | A | 3c |
| C04A | Perform Actions for PPL Requiring EODET | B | 3c |
| C04B | Perform Actions for PPL Not Requiring EODET | C | 3c |
| | **EMERGENCY PROCEDURES** | | |
| E01 | Perform Fire/Overheat Procedures | A | 3c |
| E02A | Respond to Physical Security Violations | A | 3c |
| E02B | Respond to Bomb Threat | A | 3c |
| E02C | Perform Threatcon Actions | B | 3c |
| E02D | Perform Search and Secure Actions | B | 3c |
| E03 | Perform Evacuation Procedures | A | 3c |
| E04 | Perform Emergency Fault Procedures | A | 3c |
| | **LERTCON PROCEDURES** | | |
| F01A | Respond to SEAM | B | 3c |
| F01B | Perform LERTCON Actions | B | 3c |
| F01C | Submit Attainment Report | B | 3c |
| **** - All TEPS tasks not listed will be taught to the "b" level.*** | | | |
| | | | |
| **50 SW BMR PROFICIENCY TASK REQUIREMENTS*** | | | |
| | **MISSION SUPPORT PROCEDURES** | | |
| A01A | Perform Crew Changeover/Shift Actions | C | 3c |
| A01B | Perform Routine/Administrative Crew Actions | C | 3c |
| A01C | Log Operations Activities | C | 3c |

| Task | Description | Level | CMDR |
|---|---|---|---|
| | | | |
| A02B | Use Voice Communications Equipment | C | 3c |
| A03A | Respond To Accident/Injury/Illness Notifications | A | 3c |
| A03B | Respond To Severe Wx/Natural Disaster Notifications | A | 3c |
| A04 | Perform/Demonstrate OPSEC Procedures | C | 3c |
| A09A | **Submit OPREP-3** | A | 3c |
| A09C | **Submit SITREP** | C | 3c |
| A09D | **Submit MIR Report** | A | 3c |
| A09E | **Submit User Specific Reports** | A(1)/B | 3c |
| A09F | **Determine/Report Ground System OPSCAP** | A | 3c |
| A09G | **Determine/Report Vehicle OPSCAP/SYSCAP** | A | 3c/B(1) |
| | **STATUS MONITORING** | | |
| B01B | Submit EMI Report | B | 3c |
| B03C | Perform SOC Troubleshooting | B | 2b |
| B06 | Perform Preventive Maintenance Actions | B | 3c |
| B07A | Perform Mission Transfer (2/4 SOPS only) | B | 3c |
| | **MISSION PROCEDURES** | | |
| C01 | Perform Prepass Procedures | B | 1b |
| C04C | Perform Special Message Actions (2 SOPS only) | B | 3c |
| C04D | Perform SA/AS Implementation (2 SOPS only) | B | 3c |
| C04E | Perform GUV Suppression Actions (2 SOPS only) | B | 3c |
| C05 | Perform Postpass Actions (Except 3 SOPS) | B | 1b(1,4)/3c (2) |
| C06A | Perform Routine Rekey (4 SOPS only) | B | 1c |
| C06C | Perform Compromise Rekey Actions (4 SOPS only) | B | 2c |
| C06D | Perform Contingency Rekey Actions (4 SOPS only) | B | 2c |
| CO7A | Manage Crosslink Connectivity (4 SOPS only) | B | 3c |
| C07B | Perform Crosslink Defragmentation (4 SOPS only) | B | 3c |
| C07C | Perform Crosslink Fragmentation (4 SOPS only) | B | 3c |
| | **EMERGENCY PROCEDURES** | | |
| E01 | Perform Fire/Overheat Procedures | A | 3c |
| E02A | Respond to Physical Security Violations | A | 3c |
| E02B | Respond to Bomb Threat | A | 3c |
| E02C | Perform Threatcon Actions | B | 3c |
| E02D | Perform Search and Secure Actions | B | 3c |
| E03 | Perform Evacuation Procedures | A | 3c |
| E04 | Perform Emergency Fault Procedures | A | 3c/1c (4) |
| | **LERTCON PROCEDURES** | | |
| F01B | Perform LERTCON Actions | B | 3c |
| F01C | Submit Attainment Report | B | 3c |
| | | | |

(1) - 1 SOPS only
(2) - 2 SOPS only
(4) - 4 SOPS only
(1,4) - 1 and 4 SOPS only
**** - All TEPS tasks not listed will be taught/evaluated to the same level indicated on the 50 SW JPRL.***

## Attachment 5 (Added)

## RECURRING EVALUATION CREW COMPOSITION

**Table A5.1. Requirements.**

| Unit | Minimum Crew Required |
|---|---|
| CGS | 2X Crew Commander (CMDR), 2X Ground Systems Operator (GSO), 2X Data System Supervisor (DSS) |
| EGS | CMDR, Crew Chief (CCH), (2) DSS |
| MGS | CMDR, CCH |
| TGS | CMDR, CCH, Data Systems Operator (DSO) |
| 1 CACS | CMDR, CCH, Space Surveillance System Controller (SSSC) |
| 2 CACS | CMDR or CCH, 2 SSSC |
| 6/7/12 SWS | CMDR, CCH, Systems Console Operator (SCO) |
| 10 SWS | CMDR, CCH |
| 13 SWS | CMDR, CCH, Detection Radar Operator (DRO), Space Object Identification Operator (SOI), Tracking Console Operator (TCO) |
| 3/5 SPSS (Ops1) | CMDR, PSCO3, PSCO4, PSCO2 |
| 3/5 SPSS (Ops2) | PSCO4 |
| 4/20 SPSS | CMDR, CCH, SCO |
| 18 SPSS, Det 4 | CCH |
| 30 RANS | Range Control Officer (RCO) |
| | Range Operations Commander (ROC) |
| | Aerospace Control Officer (ACO) |
| 45 RANS | RCO, ROC |
| | ACO |
| 30 SW, 45 SW | Spacelift Commander (SCMDR) |
| | 2 Mission Flight Control Officer (MFCO) |
| 1, 3 SLS | Air Force Launch Director (AFLD), AFLD (Deputy) |
| | Air Force Launch Crew Commander (AFLC), DAFLC (Deputy AFLC) |
| 2 SLS | AFLD |
| | AFLC, DAFLC |
| 1 SOPS | CMDR or CCH, Satellite Vehicle Operator (SVO), Ground Systems Operator (GSO). (CONOPS) CMDR or CCH, Satellite Vehicle Operator (SVO), Satellite Systems Operator (SSO) |
| 2 SOPS | CMDR and CCH, SVO, GSO, SSO, Payload Systems Operator (PSO) |
| 3 SOPS | CMDR or CCH, SVO, SSO |
| 4 SOPS | (EHF) CMDR or CCH, SSO<br>(SGLS) CMDR or CCH, SVO, SSO |
| 614 SOPS | SCCO |

**Attachment 6**

**SCRIPT FORMAT EXAMPLE (LANDSCAPE OR PORTRAIT LAYOUT MAY BE USED)**

**Table A6.1. Unclassified Controlled Evaluation Material.**

| SCENARIO WORKSHEET | | TITLE: CMDR UPGRADE B | DATE: 6 Nov 98 | UNIT: 6 SWS | PAGE 12 OF 23 PAGES |
|---|---|---|---|---|---|
| **TASK NO.** | **EVENT TIME** | **EVENT DESCRIPTION** | **INITIATION/ RESPONSE AGENCY** | **ACTIONS** | |
| B01B | 15:32:00<br>(8:00) | Submit EMI Report | CMDR | Level C Call WOC and pass pertinent information via secure means. | |
| A03A | 15:40:00<br>(10:00) | Respond to Accident/ Injury/Illness<br>(Unconscious crew-member) | Sim switch | Calls CMDR: "Sir, this is the on-coming SCO. I am outside the ops facility. Your CMDR relief just collapsed outside of the building. He's unconscious." | |
| | | | CMDR | Level A (Within 10 minutes of receipt of indications):<br>C/L 3-1<br>___ Reference Accident/Injury checklist<br>___ Obtain information<br>___ Direct first aid application<br>___ Request assistance<br>___ Direct safing operations | |
| | | | Evaluator | START _____<br>STOP _____<br>TIME _____ | |

| SCENARIO WORKSHEET | TITLE | DATE | UNIT | PAGE 12 OF 23 PAGES |
|---|---|---|---|---|
| | CMDR UPGRADE B | 6 Nov 98 | 6 SWS | |

| TASK NO. | EVENT TIME | EVENT DESCRIPTION | INITIATION/ RESPONSE AGENCY | ACTIONS |
|---|---|---|---|---|
| A03B | 15:51:00<br>(10:00) | Respond to Severe Weather/Natural Disaster Notifications (Thunderstorm) | MMCO sim | Calls CCH and states: "Base Weather just called with the following advisory…A severe thunderstorm warning has been issued. Lightning, hail and strong winds gusting to 50 knots are possible." |
| | | | CCH | Level A (Within 10 minutes of receipt of indications):<br>___ Reference Severe Weather checklist<br>___ Make notifications<br>___ Direct/coordinate equipment configurations |
| E01 | 16:02:00<br>(10:00) | Respond to Fire/Overheat Indications<br>(Equipment overheat) | | **Begin Multiple Input**<br>NOTE: Once CCH has completed equipment configurations, provide input card A |
| | | | Evaluator | CARD INPUT to CCH: "You smell smoke coming from the panel to which the evaluator is pointing." |
| | | | CCH | Level A (Within 2 minutes of initial indications):<br>___ Direct/Electrically isolate affected equipment<br>___ Make notifications |

***NOTE:***

Unclassified Controlled Evaluation Material.

## Attachment 7 (Added)

## 14 AF FORM 6, CORRECTIVE ACTION WORKSHEET

***NOTE:***

Use the following guidance to complete the CAW (example on following pages).

**A7.1. Section I--Evaluation Information:**

A7.1.1. Unit--(self-explanatory).

A7.1.2. Evaluatee name (first name, MI, last name), rank and position.

A7.1.3. Evaluator name, (first name, MI, last name), rank and position.

A7.1.4. Evaluation type. If special, state the reason for the evaluation in "Evaluator Comments" section. The Real World block is used to identify the real-world portion of two-phase evaluations. For BMR one-time observations, check the “Initial” block.

A7.1.5. Evaluation rating--(self-explanatory).

A7.1.6. Evaluation Date, Delinquency Date. If multi-phase, include all dates (e.g., "phase 1:

07 April 97, phase 2: 08 April 97"). AFSPCI36-2202 provides guidance on establishing delinquency dates.

A7.1.7. Written Test. Not used.

A7.1.8. Title, Version, Date (of performance test), Tasks Covered--(self-explanatory). For BMR one-time observations, state “BMR” before listing title.

A7.1.9. Evaluator Comments. If special evaluation, state reason.

A7.1.10. Task No. and Deviations. Document all errors committed during an evaluation, to include area, task, subtask, deficiency code, error criticality, specific reference for error (checklist and step), description of error, cause, actions taken (if necessary), impact, and any other pertinent information. "Pertinent information" may include associated actions by evaluation augmentees, stimuli, and presentation considerations. Standardize format of write-up.

**A7.1.11.** Signature blocks (self-explanatory).

**A7.2. Section II--Commander/Operations Officer Comments/Corrective Actions.** Document specific Commander/Operations Officer directed corrective actions and any follow-on evaluation requirements in this section. Entry is typed or hand written. Leave blank if not used.

**Figure A7.1. Corrective Action.**

**CORRECTIVE ACTION WORKSHEET**

| **SECTION I: EVALUATION INFORMATION** | | | | | | UNIT: 12 SWS | |
|---|---|---|---|---|---|---|---|
| EVALUATEE: (Name, Rank, Position)<br>Steve Doe, SSgt, SCO | | | | | | EVALUATOR: (Name, Rank, Position)<br>Ramon Duron III, SSgt, SCO Evaluator | |
| EVALUATION TYPE: | | | | EVALUATION RATING: | | | EVALUATION DATE: |
| X | INITIAL | | | | HIGHLY QUALIFIED | | (YYYY-MM-DD) |
| | UPGRADE | | | | QUALIFIED | | 1999-05-07 |
| | RECURRING | | NO NOTICE | X | UNQUALIFIED | | DELINQUENCY DATE: |
| | SPECIAL | | NO NOTICE | | | | (YYYY-MM-DD) |
| | REAL WORLD | | | | | | 1999-05-07 |

TASKS EVALUATED:

| WRITTEN TEST | | PERFORMANCE TEST | |
|---|---|---|---|
| TITLE: | N/A | TITLE: | SCO Initial |
| VERSION: | | VERSION: | 1A |
| DATE: | | DATE: | 15 May 99 |
| TASKS COVERED | | TASKS COVERED | 1A, 4A, 4C, 5A, 8A, 8B, 9D, 9F, 9G, 10A, 10B, 10D, 14B, 14C, 14D, 17B, 25B, 26B, 36A, 36B, 39A, 43A, 43B, 43F, 48A, 48B, 48C, 48D, 48E, 48F, 48M, 53A, 53D, 55A, 59B, 59C, 60B, 61A, 61B, 63A, 63B, 69A |
| SCORE: | | | |

EVALUATOR COMMENTS:
SSgt Doe's performance while under evaluation required crew support to lead him in the right direction short of being prompted. At times he was unsure of himself and his actions. This was the primary factor that led to the following errors identified. He needs to work on his self-confidence and knowledge of the system to function better under evaluation and as a crewmember in the MWOC.

| TASK NO. | DEVIATIONS |
|---|---|
| E03 - Critical | DC01E. Reference: C/L 18-1, Step 3. Error: Evaluatee failed to evacuate non-mission essential personnel due to a fire in the building. Cause: Lack of knowledge regarding evacuation procedures/floor plan set of the operations building and poor checklist discipline. Initially the evaluatee was evacuating personnel but was not sure of the location of the fire within the operations building. Impact: Jeopardized personnel safety. |
| C03A - Major | DC04E. Reference: C/L 14-3, Step 4. Error: Evaluatee failed to update a NKSTF for an upcoming pass after a new ELSET was entered into the system. Evaluatee failed to chase object when it did not track. Cause: Inattention to detail and poor checklist discipline. Impact: Metric data never collected and sent to forward users. |
| A04 - Major | DC04E. Reference: C/L 11, Step 1. Error: Upon validating initial message traffic evaluatee passed classified information to the crew commander while an unsecure line was open. At the time the error occurred the CCH announced that an open line was in use. Shortly after, the evaluatee passed classified information to the CMDR. Cause: Lack of situational awareness and attention to detail. Impact: Classified information was compromised. |

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**Figure A7.2. Reverse Continuation Sheet.**

| TASK NO. | DEVIATIONS |
|---|---|
| | |

| | |
|---|---|
| Evaluator | Evaluatee |
| Chief, Standardization and Evaluation | Evaluatee's Supervisor |

**SECTION II: COMMANDER/OPERATIONS OFFICER COMMENTS/CORRECTIVE ACTIONS**

| | | |
|---|---|---|
| | QUALIFIED MISSION READY (*See AFSPC Form 91)* | |
| | RESTRICTED STATUS *(See AFSPC Form 91)* | |
| | DECERTIFIED MISSION READY *(See AFSPC Form 91)* | |
| | SPECIAL EVALUATION REQUIRED *(See comments)* | |
| X | INDIVIDUAL TRAINING REQUIRED *(See comments)* | COMPLETION DATE (*YYYY-MM--DD)* |

COMMENTS (*This area is reserved for Commander/Operations Officer's typed/hand written comments or leave blank if not used.)*

(This area is reserved for Commander/Operations Officer's typed/hand written comments or leave blank if not used.)

| COMMANDER | | OPERATIONS OFFICER | | OPERATIONS TRAINING | |
|---|---|---|---|---|---|
| Initials: | Date: | Initials: | Date: | Initials: | Date |
| | | | | | |

14 AF Form 6, JUN 98 (Reverse)

DALE A. ELLIOTT, Col, USAF
Vice Commander